



CITY OF HOUSTON

Job Posting

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Applications accepted from: ALL PERSONS INTERESTED

Job Classification ADMINISTRATIVE ASSISTANT

Posting Number PN# 111128

Department Public Works & Engineering

Division Planning and Development Services

Section Office of the City Engineer

Reporting Location 611 Walker*

Workdays & Hours M - F, 8 a.m. – 5 p.m.*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Performs complex clerical and administrative functions including organizing and maintaining record keeping systems, researching and preparing reports. Responsible for data entry into the electronic plan review tracking system on a daily basis as well as other databases. Types correspondence and standard documents. Interprets and evaluates data to produce periodic and special reports and other documents for management. Conducts basic reviews of documents for accuracy, content and proper format. Requires judgment in the selection and interpretation of data and a thorough knowledge of division, department and city policy and procedures dealing with the areas of responsibility. Interacts with the general public, consultants, engineers, contractors and all levels of management and employees from other city departments frequently on a daily basis. Works well with limited supervision. Answers the telephone and takes messages for the branch. Schedules meetings and training seminars for employees. Performs other duties as assigned.

10 **WORKING CONDITIONS**

This position routinely requires lifting of moderately heavy items, such as project bid packages, design/construction specifications and/or project plans (up to 40 pounds); discretion about walking, standing, etc.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Social Science, Liberal Arts, or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

One year of administrative experience is required. Professional administrative experience may be substituted for the above educational requirement on a year-for-year basis.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas driver's license and compliance with City of Houston's policy on driving (AP 2-2).

14 **PREFERENCES**

Proficient in using Microsoft Office software: Word, Excel, Access, Outlook, and PowerPoint; knowledge of Crystal Reports preferred.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skills assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range this position is:

Salary Range - Pay Grade 17

\$992 - \$1,404 Biweekly

\$25,792 - \$36,504 Annually

18 **OPENING DATE**

June 14, 2006

19 **CLOSING DATE**

June 20, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, First Floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-7734. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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